

Vocational-Technical Education Enhancement Grant Award Program

Administrative Planning Guide Fiscal Year 2007

*Missouri Department of Elementary and Secondary Education
D. Kent King, Commissioner of Education
P.O. Box 480
Jefferson City, MO 65102-0480*

This document, in its entirety, may be accessed through the Department's website at the following address:
<http://dese.mo.gov/divcareer/grants.htm>

POLICY OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements are hereby notified that the Missouri Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, gender, age, or disabling condition in admission or access to, or treatment, or employment in its programs and activities.

Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990 is directed to contact:

Director of Human Resources
Missouri Department of Elementary and Secondary Education
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This position has been designated to coordinate the Department's effort to comply with the regulations implementing Title VI, Title IX, and Section 504.

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TITLE 5 - DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division 60 – Vocational and Adult Education

Chapter 120 - Vocational Education

ORDER OF RULEMAKING

5 CSR 60-120.070 Vocational-Technical Education Enhancement Grant Award Program.

PURPOSE: This rule establishes minimum requirements for the administration of the Vocational-Technical Education Enhancement Grant Award Program.

(1) The Vocational-Technical Education Enhancement Grant Award Program shall be administered by the Division of Vocational and Adult Education, Department of Elementary and Secondary Education, which has the authority to determine grant award criteria and annual grant amounts.

(2) Eligible institutions shall include public high schools, area career-technical schools and community colleges that operate department-approved occupational preparatory (long- term) career education programs. Grant awards shall be made under the following conditions:

(A) Seventy-five percent (75%) of grant funds shall be expended for new programs, curriculum enhancement or instructional equipment that address demand occupations that have been determined to be in critical shortage, as published by the Division of Vocational and Adult Education. The remaining twenty-five percent (25%) or less of the grant may be used for these purposes, as well as facility improvement without regard for demand occupations. A grant recipient shall expend at least twenty-five percent (25%) matching funds from local sources for all grant funds expended for instructional equipment. A grant recipient shall expend at least fifty percent (50%) matching funds from local sources for all other grant fund expenditures;

(B) An advisory committee with no fewer than twelve (12) members shall be established by each eligible institution prior to a grant award. This committee shall be composed of at least two (2) members representing each of the following groups: business persons, labor leaders, parents, senior citizens, community leaders and teachers. The committee shall assist the grant recipient with the development of a plan which will ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high wage job with workplace skill development opportunities. This plan shall be developed prior to the close of the fiscal year that the grant recipient receives an initial grant under this grant award program. Eligible institutions that apply for grant funds after receiving an initial grant award shall submit a description of the accomplishments made toward the implementation of their initial plan and any modifications to their initial plan; and

(C) A budget shall be developed which details all major expenditure categories and itemizes all equipment purchases. Equipment purchases with grant funds shall-

1. Have prior approval of the Division of Vocational and Adult Education; and
2. Be appropriate to the instructional content of the career education course or program.

(3) A request for grant award will be made available to eligible institutions by the Division of Vocational and Adult Education for each fiscal year. Applicants must complete the request for grant award and forward it to the division no later than the published date in order to receive consideration. Grant awards will be effective July 1 of each year.

(4) The request for grant award must contain at least the following:

(A) The name and address of the institution and school or community college district applying for a grant award;

(B) A statement of commitment to implement the content of the request bearing the signature of the chief administrator of the school or community college district submitting the grant request;

(C) A description of how the funds made available by this grant award program will be used to enhance the career education offerings at the institution and address demand occupations;

(D) A detailed, line item budget of anticipated local and grant fund expenditures;

(E) An assurance that fiscal control, property management control and fund accounting procedures are provided;

(F) An assurance that funds from local sources will be allocated and expended for the purposes delineated in the grant proposal in an amount equal to or greater than twenty-five percent (25%) for all instructional equipment and equal to or greater than fifty percent (50%) for all other grant award expenditure;

(G) An assurance that seventy-five percent (75%) of grant funds will be expended for new programs, curriculum enhancement or instructional equipment that address demand occupations;

(H) An assurance that the grant recipient will comply with all reporting requirements of the department relating to this grant award program;

(I) An assurance by secondary school districts that student performance standards will be established within the district that lead to or qualify students for graduation, and that these standards meet or exceed the Show-Me Standards;

(J) An assurance that prior to the close of the fiscal year of the grant award a plan will be developed with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high wage job with workplace skill development opportunities;

(K) A listing of the advisory committee members and the category that they represent;

(L) The title and classification of instructional programs (CIP) code of any occupational preparatory (long-term) career education program for which grant funds will be expended; and

(M) A complete application for new or expanding regular vocational programs, if an occupational preparatory (long-term) vocational education program is being established or expanded with grant funds.

(5) The Division of Vocational and Adult Education will review all grant request submitted by eligible institutions based upon the extent to which-

- A. The proposed programs, services and activities enhance Career education;
- B. The proposed programs, services and activities address demand occupations, and
- C. A complete request for grant award is received prior to the deadline.

(6) The Division of Vocational and Adult Education will give priority to eligible institutions that have not previously received a grant award.

(7) Beginning July 1, 1994, the commissioner of education shall request from the director of the Division of Workforce Development, Department of Economic Development, an annual listing of demand occupations in the state, including substate projections. The listing shall include those occupations for which, in the judgment of the director of the Division of Workforce Development, there are critical shortages to meet present and future employment needs necessary to the economic growth and competitiveness of the state. The Division of Vocational and Adult Education will publish the list of demand occupations annually in its request for proposals.

AUTHORITY: section 178.585, RSMo 1994.* Original rule filed Nov. 10, 1993, effective June 6, 1994. Amended: Filed Nov. 22, 1994, effective June 30, 1995. Amended: Filed July 7, 2000, effective February 28, 2001.

*Original authority: 178.585, RSMo 1993.

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Career Education

Request for Grant Award

RFP: Vocational-Technical Education Enhancement Grant Award Program

ID CODE: 120.070-02

ELIGIBLE ENTITIES: Missouri public high schools, area career centers and community colleges currently operating Department-approved occupational preparatory (long-term) career education programs.

GOAL: To expand and enhance the quality of Missouri's occupational preparatory (long-term) career education programs through improved alignment with business and industry occupational training needs, and increased emphasis on training in occupations that have been determined to be in critical shortage.

RATIONALE: The Outstanding Schools Act of 1993 established provisions for the implementation of a grant award program to enhance career education in public high schools, area career schools, and community colleges. The funds made available through the program focus on the initiation of new and the improvement of existing occupational preparatory (long-term) career education training programs, curriculum enhancement, instructional equipment and facility improvement, particularly in high demand occupations.

MINIMUM

REQUIREMENTS: Requests for grant award shall include, but not be limited to:

- A. The completion and inclusion of the "Application for Vocational-Technical Education Enhancement Grant Award" Form, pages 12-13 in the appendices. This will be the coversheet for the proposal.
- B. Statement(s) of need for improving each occupational preparatory (long-term) career education program operated by the institution for which grant funds are being requested.
- C. A description of planned improvements to each existing and/or new occupational career education program operated by the institution that

will be accomplished through the expenditure of grant funds. These descriptions must include an explanation of how the proposed improvements will satisfy the needs identified in the statement(s) of need. If facility improvements are anticipated, a detailed description of the anticipated renovation project(s) must be provided, including statements regarding the instructional impact of the project(s). The total amount of grant funds anticipated for facility improvement cannot be more than twenty-five percent (25%) of the total grant funds requested.

- D. A description of a local evaluation system that will determine whether the improvements implemented through the use of grant funds had a positive influence upon the identified need(s).
- E. Grant funds may be requested for new occupational preparatory (long-term) career education programs. A copy of the *Application for Approval of Career Education Programs*, if an occupational (long term) career education programs is being established or expanded with grant funds. A copy of the application can only be obtained by accessing the following link:
http://www.dese.mo.gov/divcareered/Forms/Application_for_Approval_of_Career_Education_Programs.pdf A copy of the application must accompany the Vocational-Technical Enhancement Grant Request for Proposal (RFP). The original copy of the *Application for Approval of Career Education Programs* must be submitted to the appropriate program director.
- F. A completed "Budget Detail" sheet page 57 in the appendices indicating the Classification of Instructional Programs (CIP) code, program name, new or existing program determination, existing program enrollment, anticipated enrollment for new programs, demand occupation determination and proposed total and grant fund expenditure amounts for each occupational career education programs.
- G. A separate FV-4 "Application for Authorization of Career Education Expenditures" for each occupational career education program by CIP code for which grant funds are being requested. The detailed, line-item budget of anticipated expenditures must be grouped in four major categories (equipment, other, curriculum, and facility).

ASSURANCES: The applicant must assure that:

- A. Fiscal and property management control, and fund accounting procedures are in place and operational.
- B. Funds from local sources will be allocated and expended for instructional equipment for occupational career education programs

as described in the grant proposal in an amount equal to or greater than twenty-five percent (25%) of the grant expenditure for this purpose.

- C. Funds from local sources will be allocated and expended for other allowable purposes than instructional equipment as delineated in the grant proposal in an amount equal to or greater than fifty percent (50%) of the grant expenditure for these purposes.
- D. Seventy-five percent (75%) of grant funds will be expended for new or existing occupational career education programs, curriculum enhancement, or instructional equipment that address high demand occupations.
- E. An advisory committee has been established and the names and affiliation of each member is available for review at the local level.
- F. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
- G. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the Show-Me Standards adopted by the State Board of Education.
- H. Prior to the close of the fiscal year of the grant award, a plan will be developed, with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities (*applies only to local education agencies that have not previously received grant funds*).
- I. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities and any modifications to the initial plan (*applies only to local education agencies that have previously received grant funds*).
- J. Any facility improvement made available through the expenditure of grant funds will comply with all federal, state, and local building codes, and with the accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
- K. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding

equipment disposition.

- L. All grant funds must be incurred and expended, **not encumbered**, prior to March 31, 2007.

AMOUNT:

No maximum amount of grant funds is established. Local education agencies must match the requested grant funds for instructional equipment expenditures on at least a 25% local/75% state basis and for other expenditures on at least a 50% local/50% state basis. Grants will be limited by the funds appropriated annually by the Missouri General Assembly and by the annual funding priorities on page 43 in the appendices. Therefore, the Department reserves the right to reduce the amount requested due to the availability of funds.

**PROPOSAL
FORMAT:**

Requests for grant awards submitted for funding consideration must be typed (single sided) on 8½" x 11" white paper and contain only the items listed, in the following order:

1. Application, pages 12-13
2. Statement(s) of Need
3. Description(s) of Improvements
4. Description of Evaluation System
5. Copy of New or Expanding Program Proposal(s) - if applicable, pages 55-56
6. Budget Detail Sheet, page 57
7. FV-4(s), page 51

Requests for grant awards should only contain one (1) staple in the top left corner and not be bound in any other way. Requests should have the cover sheet on top and not contain any other cover. Only one request for grant award per district is allowed. An original and one (1) copy must be submitted.

DUE DATES:

Requests for grant awards must be received no later than 4:00 p.m. on February 28, 2006 at the following location:

Department of Elementary & Secondary Education
Administration & Accountability Services
205 Jefferson
Jefferson Building, 5th Floor
Jefferson City, Missouri 65102

GRANT AWARD

DATES: July 1, 2006 through May 15, 2007

DELIVERABLES: Approved grant recipients must forward the following to the Department **on or before March 31, 2007:**

- A. An individual FV-2, "Reimbursement Request for Approved Career Education Expenditures" for each occupational career education program for which grant funds were expended, with a detailed, line-item listing of expenditures grouped in four (4) categories (equipment, other, curriculum, and facility). The first line under "From Whom Purchased" on the FV-2 must contain the Classification of Instructional Programs (CIP) code and title of the program for which grant funds were used for purchases. **Invoices MUST accompany each FV-2.** Invoices, including model and serial number, must be submitted for equipment purchases costing \$1,000 or more per unit.
- B. A report describing the accomplishments made toward the implementation of the LEA's plan to ensure graduates proceed to college or a high wage job with work place skill development opportunities (for all but first time grant recipients) must be submitted with the final FV-2(s).

DELIVER TO: Requests for grant awards should be submitted to:

Administration and Accountability Services Section
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, Missouri 65102-0480

Allowable Expenditures

Grant funds must be appropriate to the instructional content of the occupational preparatory (long-term) career education program(s) operated or proposed to be operated by the applying institution. Grant funds must be expended during the fiscal year awarded. Grant funds must be matched with local education agency funds in an amount equal to or greater than twenty-five percent (25%) for instructional equipment expenditures and fifty percent (50%) for all other expenditures.

Grant funds may be expended for the following:

A. Instructional Equipment

1. Instructional equipment must be directly related to the occupational career education instructional program (\$200 minimum unit cost).
2. Student instructional furniture (desks, chairs, workstations, etc.) (\$200 minimum unit cost).
3. Non-instructional furniture (storage cabinets, teacher chairs, desks, workstations, etc.) (\$200 minimum unit cost.)

B. Other

1. Computer software (no minimum unit cost).
2. Network or internet connections (no minimum unit cost).
3. Installation Costs (no minimum).

C. Curriculum Enhancement

Purchased curriculum materials, videos, cassettes, DVDs, reference sets, etc. (\$200 minimum unit cost).

D. Facility Improvement

1. Renovation or modification of existing facilities must have a direct effect on instruction in specific occupational career education programs. Renovations to the overall facility, administrative or general student service areas are not allowable. Approvable expenditures are limited to materials or related items that are commonly used to renovate or modify existing facility. Grant proposals must include a complete description of the facility improvements that are anticipated and how these changes will enable or enhance instruction. Grant funds expended for facility improvements are restricted to a maximum of twenty-five percent (25%) of the grant award. All facility improvements must be completed in accordance with local, state and federal building codes and meet

accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (no minimum unit cost).

Non Allowable Expenditures

- A. Items under a \$200 unit cost unless specifically exempted
- B. Consumables - supplies, etc.
- C. Student textbooks, workbooks, guides and simulations
- D. Service contracts, maintenance agreements, etc.
- E. Monthly/annual usage charges
- F. Monthly/annual membership charges
- G. New construction (i.e. building additions, annexes, storage sheds, concrete/foundations, flatwork, etc.)
- H. Fees to attend seminars, workshops, curriculum meetings, etc.
- I. Instructor training
- J. Security fencing, security lighting and parking areas
- K. Curriculum Development
- L. Consultant services/stipends
- M. Photocopying costs
- N. Installation or labor costs to renovate facilities

APPENDICES

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Career Education
P.O. Box 480
Jefferson City, Missouri 65102-0480

Application for
Vocational-Technical Education Enhancement Grant Award

County District Code

School/Community College District Name

Institution Name

Address

The applicant assures that if funds are made available through the Vocational-Technical Education Enhancement Grant Award Program that:

- A. Fiscal and property management control, and fund accounting procedures are in place and operational.
- B. Funds from local sources will be allocated and expended for instructional equipment for occupational career education programs as described in the grant proposal in an amount equal to or greater than twenty-five percent (25%) of the grant expenditure for this purpose.
- C. Funds from local sources will be allocated and expended for other allowable purposes than instructional equipment as delineated in the grant proposal in an amount equal to or greater than fifty percent (50%) of the grant expenditure for these purposes.
- D. Seventy-five percent (75%) of grant funds will be expended for new or existing occupational career education programs, curriculum enhancement, or instructional equipment that address high demand occupations.
- E. An advisory committee has been established and the names and affiliation of each member is available for review at the local level.
- F. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
- G. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the Show-Me Standards adopted by the State Board of Education.
- H. Prior to the close of the fiscal year of the grant award, a plan will be developed, with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities (*applies only to local education agencies that have not previously received grant funds*).
- I. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities and any modifications to the initial plan (*applies only to local education agencies that have previously received grant funds*).
- J. Any facility improvement made available through the expenditure of grant funds will comply with all federal, state, and local building codes, and with the accessibility requirements specified by the Americans

with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

K. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.

L. All grant funds must be incurred and expended, **not encumbered**, prior to March 31, 2007.

The applicant requests that the following amount of **state grant funds** be made available from the Department to implement the programs and/or activities described in the attached grant proposal: \$ _____

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.

Date

Signature of Chief Administrator

High Demand Occupations

The Vocational-Technical Education Enhancement Grant Award Program provides funding to improve existing and establish new occupational career education programs. New occupational career education programs must be approved by the Department. Grant funds may not be expended for programs that (1) do not directly prepare individuals for at least entry level employment in a specific occupation and (2) prepare individuals for occupations that require at least a baccalaureate degree.

High Demand Occupations as Determined by Missouri Department of Economic Development, Division of Workforce Development

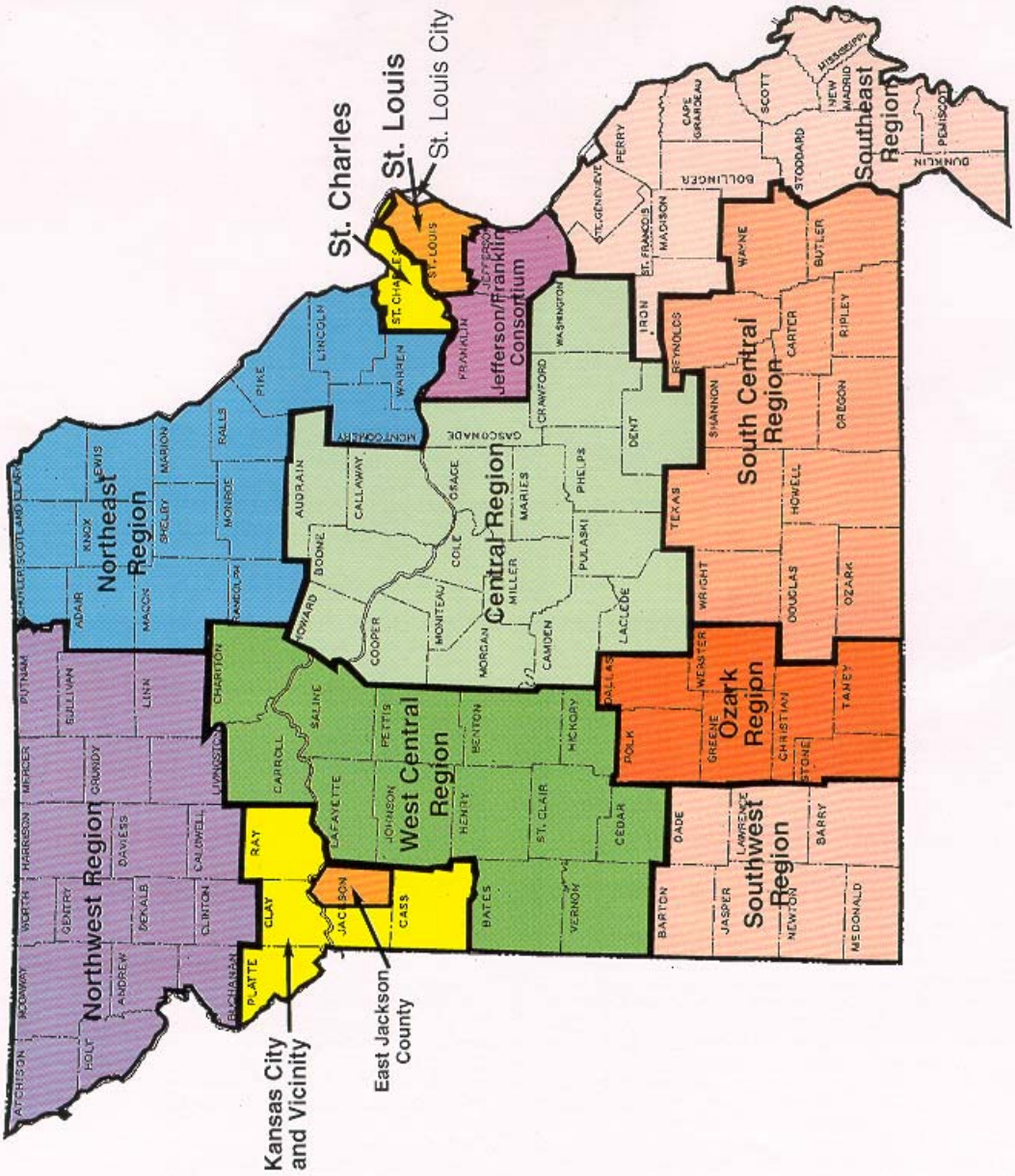
The Department of Elementary and Secondary Education used the enclosed listing for high demand occupations in Missouri. The listings for Kansas City, the St. Louis metropolitan statistical areas, and Local Workforce Investment Areas were also utilized.

Occupational employment projections were prepared by the Department of Economic Development. Occupations selected that were those expected to have at least 100 job openings annually for the statewide listing, 50 job openings annually for the Kansas City and St. Louis (Metropolitan Statistical Areas), and at least 15 job openings annually for the remainder of the substate areas.

Consideration of Occupations not on the Annual Listing of High Demand Occupations

For consideration of occupations not on the annual listings, the LEA must provide the Department with documentation relating to existing occupational career education programs that have at least 10 career education exiters or completers per year who were employed in a related job at a rate of 80% or higher for the previous two (2) years. Screens 26, 27, 29, from core data will serve as proper documentation.

Local Workforce Investment Areas



Northwest Region

Andrew
Atchison
Buchanan
Caldwell
Clinton
Daviess
DeKalb
Gentry
Grundy
Harrison
Holt
Linn
Livingston
Mercer
Nodaway
Putnam
Sullivan
Worth

Northeast Region

Adair
Clark
Knox
Lewis
Lincoln
Macon
Marion
Monroe
Montgomery
Pike
Ralls
Randolph
Schuyler
Scotland
Shelby
Warren

Kansas City

Cass
Clay
Jackson
Platte
Ray

Central Region

Audrain
Boone
Callaway
Camden
Cole
Cooper
Crawford
Dent
Gasconade
Howard
Laclede
Maries
Miller
Moniteau
Morgan
Osage
Phelps
Pulaski
Washington

West Central Region

Bates
Benton
Carroll
Cedar
Chariton
Henry
Hickory
Johnson
Lafayette
Pettis
Saline
St. Clair
Vernon
Vernon

St. Louis

Franklin
Jefferson
St. Charles
St. Louis

Southwest Region

Barry
Barton
Dade
Jasper
Lawrence
McDonald
Newton

Ozark Region

Christian
Dallas
Greene
Polk
Stone
Taney
Webster

South Central Region

Butler
Carter
Douglas
Howell
Oregon
Ozark
Reynolds
Ripley
Shannon
Texas
Wayne
Wright

Southeast Region

Bollinger
Cape Girardeau
Dunklin
Iron
Madison
Mississippi
New Madrid
Pemiscot
Perry
Scott
St. Francois
Ste. Genevieve
Stoddard

Central Region Occupational Titles	Annual Estimated Job Openings
Amusement and Recreation Attendants	22
Automotive Body and Related Repairers	19
Automotive Service Technicians and Mechanics	90
Bartenders	55
Bill and Account Collectors	40
Billing and Posting Clerks and Machine Operators	34
Bookkeeping, Accounting, and Auditing Clerks	111
Bus and Truck Mechanics and Diesel Engine Specialists	30
Bus Drivers, School	28
Carpenters	78
Cashiers	478
Child Care Workers	90
Civil Engineering Technicians	21
Coaches and Scouts	24
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	15
Combined Food Preparation and Serving Workers, Including Fast Food	396
Computer Support Specialists	33
Construction and Building Inspectors	18
Construction Laborers	64
Cooks, Fast Food	60
Cooks, Institution and Cafeteria	67
Cooks, Restaurant	126
Cooks, Short Order	23
Correctional Officers and Jailers	124
Counter and Rental Clerks	59
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	32
Court, Municipal, and License Clerks	67
Customer Service Representatives	120
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	25
Data Entry Keyers	32
Dental Assistants	26
Dining Room and Cafeteria Attendants and Bartender Helpers	45
Dishwashers	61
Driver/Sales Workers	40
Electrical and Electronic Equipment Assemblers	18
Electricians	39
Emergency Medical Technicians and Paramedics	36
Executive Secretaries and Administrative Assistants	83
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	23
First-Line Supervisors/Managers of Construction Trades and Extraction Workers	46
First-Line Supervisors/Managers of Food Preparation and Serving Workers	77
First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	15
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	23
First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers	15
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	43
First-Line Supervisors/Managers of Office and Administrative Support Workers	80
First-Line Supervisors/Managers of Personal Service Workers	15
First-Line Supervisors/Managers of Production and Operating Workers	64
First-Line Supervisors/Managers of Retail Sales Workers	114

Fitness Trainers and Aerobics Instructors	35
Food Preparation Workers	66
Food Servers, Nonrestaurant	19
Hairdressers, Hairstylists, and Cosmetologists	22
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	18
Highway Maintenance Workers	68
Home Health Aides	27
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	25
Hotel, Motel, and Resort Desk Clerks	30
Industrial Truck and Tractor Operators	53
Inspectors, Testers, Sorters, Samplers, and Weighers	20
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	163
Laborers and Freight, Stock, and Material Movers, Hand	122
Landscaping and Groundskeeping Workers	102
Laundry and Dry-Cleaning Workers	19
Legal Secretaries	24
Library Technicians	18
Licensed Practical and Licensed Vocational Nurses	74
Life, Physical, and Social Science Technicians, All Other	18
Machinists	48
Maids and Housekeeping Cleaners	80
Maintenance and Repair Workers, General	117
Medical and Clinical Laboratory Technicians	16
Medical Assistants	26
Medical Records and Health Information Technicians	26
Mixing and Blending Machine Setters, Operators, and Tenders	20
Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	15
Nonfarm Animal Caretakers	17
Nursing Aides, Orderlies, and Attendants	148
Office Clerks, General	335
Operating Engineers and Other Construction Equipment Operators	37
Packaging and Filling Machine Operators and Tenders	33
Packers and Packagers, Hand	52
Painters, Construction and Maintenance	15
Paralegals and Legal Assistants	20
Parts Salespersons	23
Payroll and Timekeeping Clerks	16
Personal and Home Care Aides	59
Pharmacy Technicians	27
Plumbers, Pipefitters, and Steamfitters	41
Police and Sheriff's Patrol Officers	50
Police, Fire, and Ambulance Dispatchers	15
Postal Service Mail Carriers	27
Printing Machine Operators	20
Production, Planning, and Expediting Clerks	23
Psychiatric Technicians	24
Purchasing Agents, Except Wholesale, Retail, and Farm Products	15
Radiologic Technologists and Technicians	16
Receptionists and Information Clerks	90
Registered Nurses	245
Retail Salespersons	500
Sales and Related Workers, All Other	17
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	90

Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	26
Secretaries, Except Legal, Medical, and Executive	51
Security Guards	52
Shipping, Receiving, and Traffic Clerks	47
Slaughterers and Meat Packers	23
Stock Clerks and Order Fillers	124
Structural Iron and Steel Workers	19
Structural Metal Fabricators and Fitters	15
Surveying and Mapping Technicians	16
Team Assemblers	231
Telecommunications Line Installers and Repairers	26
Telemarketers	18
Tellers	123
Tire Repairers and Changers	23
Truck Drivers, Heavy and Tractor-Trailer	151
Truck Drivers, Light or Delivery Services	65
Waiters and Waitresses	370
Welders, Cutters, Solderers, and Brazers	63
Word Processors and Typists	29

Kansas City Region Occupational Titles	Annual Estimated Job Openings
Automotive Service Technicians and Mechanics	143
Bartenders	92
Bill and Account Collectors	54
Bookkeeping, Accounting, and Auditing Clerks	139
Bus Drivers, School	51
Carpenters	154
Cashiers	688
Child Care Workers	166
Combined Food Preparation and Serving Workers, Including Fast Food	595
Computer Support Specialists	52
Construction Laborers	133
Cooks, Fast Food	107
Cooks, Institution and Cafeteria	62
Cooks, Restaurant	125
Counter and Rental Clerks	114
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	155
Customer Service Representatives	260
Data Entry Keyers	55
Dental Assistants	55
Dining Room and Cafeteria Attendants and Bartender Helpers	92
Dishwashers	110
Electricians	117
Executive Secretaries and Administrative Assistants	124
Fire Fighters	75
First-Line Supervisors/Managers of Construction Trades and Extraction Workers	76
First-Line Supervisors/Managers of Food Preparation and Serving Workers	129
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	57
First-Line Supervisors/Managers of Office and Administrative Support Workers	133
First-Line Supervisors/Managers of Production and Operating Workers	77
First-Line Supervisors/Managers of Retail Sales Workers	131
Food Preparation Workers	130
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	67
Industrial Truck and Tractor Operators	69
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	270
Laborers and Freight, Stock, and Material Movers, Hand	234
Landscaping and Groundskeeping Workers	126
Licensed Practical and Licensed Vocational Nurses	79
Maids and Housekeeping Cleaners	164
Maintenance and Repair Workers, General	203
Medical Assistants	51
Nursing Aides, Orderlies, and Attendants	124
Office Clerks, General	406
Operating Engineers and Other Construction Equipment Operators	75
Packers and Packagers, Hand	64
Paralegals and Legal Assistants	99
Personal and Home Care Aides	83
Plumbers, Pipefitters, and Steamfitters	83
Police and Sheriff's Patrol Officers	127
Receptionists and Information Clerks	196
Registered Nurses	377

Retail Salespersons	763
Roofers	51
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	209
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	52
Secretaries, Except Legal, Medical, and Executive	109
Security Guards	194
Shipping, Receiving, and Traffic Clerks	64
Stock Clerks and Order Fillers	239
Team Assemblers	153
Tellers	115
Truck Drivers, Heavy and Tractor-Trailer	187
Truck Drivers, Light or Delivery Services	58
Waiters and Waitresses	662

Northeast Region Occupational Titles	Annual Estimated Job Openings
Automotive Service Technicians and Mechanics	26
Bookkeeping, Accounting, and Auditing Clerks	28
Bus Drivers, School	16
Carpenters	17
Cashiers	166
Child Care Workers	30
Combined Food Preparation and Serving Workers, Including Fast Food	114
Construction Laborers	18
Cooks, Fast Food	21
Cooks, Institution and Cafeteria	20
Cooks, Restaurant	15
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	15
Customer Service Representatives	23
Dishwashers	18
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	27
First-Line Supervisors/Managers of Food Preparation and Serving Workers	17
First-Line Supervisors/Managers of Office and Administrative Support Workers	21
First-Line Supervisors/Managers of Production and Operating Workers	21
First-Line Supervisors/Managers of Retail Sales Workers	28
Food Batchmakers	22
Food Preparation Workers	21
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	57
Laborers and Freight, Stock, and Material Movers, Hand	29
Landscaping and Groundskeeping Workers	21
Licensed Practical and Licensed Vocational Nurses	23
Maids and Housekeeping Cleaners	23
Maintenance and Repair Workers, General	38
Nursing Aides, Orderlies, and Attendants	56
Office Clerks, General	73
Operating Engineers and Other Construction Equipment Operators	22
Order Clerks	17
Packers and Packagers, Hand	24
Personal and Home Care Aides	33
Police and Sheriff's Patrol Officers	27
Receptionists and Information Clerks	25
Registered Nurses	45
Retail Salespersons	123
Sales Representative, Wholesale and Manufacturing, Except Technical and Scientific Products	22
Secretaries, Except Legal, Medical, and Executive	18
Stock Clerks and Order Fillers	27
Team Assemblers	39
Tellers	38
Truck Drivers, Heavy and Tractor-Trailer	62
Waiters and Waitresses	90
Welders, Cutters, Solderers, and Brazers	15

Northwest Region Occupational Titles	Annual Estimated Job Openings
Automotive Service Technicians and Mechanics	30
Bartenders	15
Bill and Account Collectors	25
Bookkeeping, Accounting, and Auditing Clerks	32
Butchers and Meat Cutters	22
Carpenters	15
Cashiers	164
Child Care Workers	33
Combined Food Preparation and Serving Workers, Including Fast Food	124
Cooks, Fast Food	22
Cooks, Institution and Cafeteria	28
Cooks, Restaurant	15
Correctional Officers and Jailers	53
Customer Service Representatives	26
Dishwashers	18
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	43
First-Line Supervisors/Managers of Food Preparation and Serving Workers	16
First-Line Supervisors/Managers of Office and Administrative Support Workers	21
First-Line Supervisors/Managers of Production and Operating Workers	22
First-Line Supervisors/Managers of Retail Sales Workers	26
Food Preparation Workers	22
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	53
Laborers and Freight, Stock, and Material Movers, Hand	51
Landscaping and Groundskeeping Workers	22
Licensed Practical and Licensed Vocational Nurses	25
Machine Feeders and Offbearers	16
Maids and Housekeeping Cleaners	27
Maintenance and Repair Workers, General	39
Meat, Poultry, and Fish Cutters and Trimmers	45
Nursing Aides, Orderlies, and Attendants	53
Office Clerks, General	90
Personal and Home Care Aides	30
Police and Sheriff's Patrol Officers	18
Postal Service Mail Carriers	15
Receptionists and Information Clerks	26
Registered Nurses	68
Retail Salespersons	129
Sales Representative, Wholesale and Manufacturing, Except Technical and Scientific Products	36
Secretaries, Except Legal, Medical, and Executive	21
Stock Clerks and Order Fillers	40
Team Assemblers	44
Tellers	41
Truck Drivers, Heavy and Tractor-Trailer	56
Waiters and Waitresses	88
Welders, Cutters, Solderers, and Brazers	21

Ozark Region Occupational Titles	Annual Estimated Job Openings
Amusement and Recreation Attendants	24
Automotive Body and Related Repairers	25
Automotive Service Technicians and Mechanics	75
Bartenders	32
Bill and Account Collectors	66
Billing and Posting Clerks and Machine Operators	21
Bookkeeping, Accounting, and Auditing Clerks	80
Bus and Truck Mechanics and Diesel Engine Specialists	37
Bus Drivers, School	35
Carpenters	95
Cashiers	489
Cement Masons and Concrete Finishers	16
Child Care Workers	75
Claims Adjusters, Examiners, and Investigators	25
Coaches and Scouts	17
Combined Food Preparation and Serving Workers, Including Fast Food	310
Computer Support Specialists	22
Construction Laborers	54
Cooks, Fast Food	51
Cooks, Institution and Cafeteria	41
Cooks, Restaurant	88
Correctional Officers and Jailers	15
Counter and Rental Clerks	51
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	87
Customer Service Representatives	119
Dental Assistants	49
Dental Hygienists	19
Dining Room and Cafeteria Attendants and Bartender Helpers	31
Dishwashers	53
Driver/Sales Workers	19
Electrical Power-Line Installers and Repairers	20
Electricians	32
Emergency Medical Technicians and Paramedics	17
Executive Secretaries and Administrative Assistants	51
First-Line Supervisors/Managers of Construction Trades and Extraction Workers	28
First-Line Supervisors/Managers of Food Preparation and Serving Workers	59
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	21
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	31
First-Line Supervisors/Managers of Non-Retail Sales Workers	19
First-Line Supervisors/Managers of Office and Administrative Support Workers	74
First-Line Supervisors/Managers of Production and Operating Workers	36
First-Line Supervisors/Managers of Retail Sales Workers	104
Fitness Trainers and Aerobics Instructors	16
Food Preparation Workers	68
Food Servers, Nonrestaurant	19
Food Service Managers	15
Hairdressers, Hairstylists, and Cosmetologists	24
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	22
Home Health Aides	33
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	34

Hotel, Motel, and Resort Desk Clerks	53
Industrial Truck and Tractor Operators	28
Inspectors, Testers, Sorters, Samplers, and Weighers	20
Insurance Claims and Policy Processing Clerks	16
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	156
Laborers and Freight, Stock, and Material Movers, Hand	146
Landscaping and Groundskeeping Workers	84
Laundry and Dry-Cleaning Workers	28
Legal Secretaries	27
Licensed Practical and Licensed Vocational Nurses	60
Machinists	16
Maids and Housekeeping Cleaners	133
Maintenance and Repair Workers, General	88
Medical Assistants	60
Medical Records and Health Information Technicians	23
Medical Secretaries	24
New Accounts Clerks	16
Nursing Aides, Orderlies, and Attendants	115
Office Clerks, General	304
Office Machine Operators, Except Computer	32
Operating Engineers and Other Construction Equipment Operators	17
Packers and Packagers, Hand	34
Personal and Home Care Aides	64
Pharmacy Technicians	38
Photographic Processing Machine Operators	23
Plumbers, Pipefitters, and Steamfitters	28
Police and Sheriff's Patrol Officers	51
Postal Service Mail Carriers	19
Radiologic Technologists and Technicians	26
Real Estate Sales Agents	42
Receptionists and Information Clerks	101
Registered Nurses	257
Respiratory Therapists	17
Retail Salespersons	508
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	69
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	25
Secretaries, Except Legal, Medical, and Executive	53
Security Guards	58
Sheet Metal Workers	28
Shipping, Receiving, and Traffic Clerks	29
Social and Human Service Assistants	34
Stock Clerks and Order Fillers	91
Team Assemblers	44
Telemarketers	41
Tellers	77
Tire Repairers and Changers	19
Truck Drivers, Heavy and Tractor-Trailer	230
Truck Drivers, Light or Delivery Services	51
Waiters and Waitresses	373
Welders, Cutters, Solderers, and Brazers	46

	Job Openings
Automotive Service Technicians and Mechanics	20
Bookkeeping, Accounting, and Auditing Clerks	16
Cashiers	125
Child Care Workers	35
Combined Food Preparation and Serving Workers, Including Fast Food	102
Computer-Controlled Machine Tool Operators, Metal and Plastic	15
Cooks, Fast Food	28
Cooks, Institution and Cafeteria	20
Correctional Officers and Jailers	34
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	21
First-Line Supervisors/Managers of Food Preparation and Serving Workers	15
First-Line Supervisors/Managers of Office and Administrative Support Workers	18
First-Line Supervisors/Managers of Production and Operating Workers	18
First-Line Supervisors/Managers of Retail Sales Workers	18
Food Preparation Workers	16
Home Health Aides	23
Industrial Truck and Tractor Operators	15
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	34
Laborers and Freight, Stock, and Material Movers, Hand	52
Licensed Practical and Licensed Vocational Nurses	22
Machinists	23
Maids and Housekeeping Cleaners	25
Maintenance and Repair Workers, General	27
Nursing Aides, Orderlies, and Attendants	71
Office Clerks, General	67
Packaging and Filling Machine Operators and Tenders	25
Personal and Home Care Aides	18
Police and Sheriff's Patrol Officers	26
Receptionists and Information Clerks	18
Registered Nurses	48
Retail Salespersons	83
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	21
Stock Clerks and Order Fillers	22
Team Assemblers	89
Tellers	33
Truck Drivers, Heavy and Tractor-Trailer	60
Waiters and Waitresses	37
Welders, Cutters, Solderers, and Brazers	20
Woodworking Machine Setters, Operators, and Tenders, Except Sawing	16

Southeast Region Occupational Titles	Annual Estimated Job Openings
Automotive Service Technicians and Mechanics	42
Bartenders	16
Bookkeeping, Accounting, and Auditing Clerks	33
Bus Drivers, School	16
Carpenters	36
Cashiers	263
Child Care Workers	43
Combined Food Preparation and Serving Workers, Including Fast Food	175
Construction Laborers	23
Cooks, Fast Food	42
Cooks, Institution and Cafeteria	37
Cooks, Restaurant	17
Correctional Officers and Jailers	81
Counter and Rental Clerks	21
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	16
Customer Service Representatives	28
Dental Assistants	18
Electricians	18
Emergency Medical Technicians and Paramedics	15
Executive Secretaries and Administrative Assistants	19
Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders	15
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	32
First-Line Supervisors/Managers of Food Preparation and Serving Workers	23
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	21
First-Line Supervisors/Managers of Office and Administrative Support Workers	30
First-Line Supervisors/Managers of Production and Operating Workers	33
First-Line Supervisors/Managers of Retail Sales Workers	38
Food Batchmakers	18
Food Preparation Workers	34
Home Health Aides	43
Industrial Truck and Tractor Operators	26
Inspectors, Testers, Sorters, Samplers, and Weighers	19
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	66
Laborers and Freight, Stock, and Material Movers, Hand	74
Landscaping and Groundskeeping Workers	24
Licensed Practical and Licensed Vocational Nurses	45
Machinists	15
Maids and Housekeeping Cleaners	40
Maintenance and Repair Workers, General	62
Meat, Poultry, and Fish Cutters and Trimmers	21
Medical Assistants	19
Medical Records and Health Information Technicians	15
Medical Secretaries	16
Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic	62
Nursing Aides, Orderlies, and Attendants	114
Office Clerks, General	140
Operating Engineers and Other Construction Equipment Operators	18
Packaging and Filling Machine Operators and Tenders	33
Packers and Packagers, Hand	31

Personal and Home Care Aides	74
Police and Sheriff's Patrol Officers	49
Production Workers, All Other	26
Receptionists and Information Clerks	39
Registered Nurses	121
Retail Salespersons	197
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	38
Secretaries, Except Legal, Medical, and Executive	29
Security Guards	18
Shipping, Receiving, and Traffic Clerks	17
Stock Clerks and Order Fillers	49
Team Assemblers	61
Telecommunications Line Installers and Repairers	15
Tellers	36
Truck Drivers, Heavy and Tractor-Trailer	130
Truck Drivers, Light or Delivery Services	28
Waiters and Waitresses	80
Welders, Cutters, Solderers, and Brazers	38

St. Louis Region Occupational Titles	Annual Estimated Job Openings
Amusement and Recreation Attendants	68
Automotive Service Technicians and Mechanics	197
Bartenders	201
Bill and Account Collectors	150
Billing and Posting Clerks and Machine Operators	79
Bookkeeping, Accounting, and Auditing Clerks	270
Bus and Truck Mechanics and Diesel Engine Specialists	76
Bus Drivers, School	68
Carpenters	372
Cashiers	1,286
Chefs and Head Cooks	52
Child Care Workers	258
Coaches and Scouts	73
Combined Food Preparation and Serving Workers, Including Fast Food	1,292
Computer Support Specialists	122
Construction Laborers	159
Cooks, Fast Food	174
Cooks, Institution and Cafeteria	155
Cooks, Restaurant	312
Cooks, Short Order	53
Cost Estimators	72
Counter and Rental Clerks	191
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	278
Customer Service Representatives	686
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	58
Data Entry Keyers	78
Dental Assistants	157
Dining Room and Cafeteria Attendants and Bartender Helpers	235
Dishwashers	165
Driver/Sales Workers	88
Drywall and Ceiling Tile Installers	52
Electricians	198
Emergency Medical Technicians and Paramedics	64
Executive Secretaries and Administrative Assistants	238
File Clerks	55
Fire Fighters	138
First-Line Supervisors/Managers of Construction Trades and Extraction Workers	86
First-Line Supervisors/Managers of Food Preparation and Serving Workers	225
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	86
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	123
First-Line Supervisors/Managers of Non-Retail Sales Workers	63
First-Line Supervisors/Managers of Office and Administrative Support Workers	234
First-Line Supervisors/Managers of Production and Operating Workers	110
First-Line Supervisors/Managers of Retail Sales Workers	299
Fitness Trainers and Aerobics Instructors	102
Food Preparation Workers	226
Food Servers, Nonrestaurant	51
Food Service Managers	60
Hairdressers, Hairstylists, and Cosmetologists	109
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	68

Home Health Aides	203
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	148
Hotel, Motel, and Resort Desk Clerks	58
Human Resources Assistants, Except Payroll and Timekeeping	50
Industrial Truck and Tractor Operators	108
Inspectors, Testers, Sorters, Samplers, and Weighers	78
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	645
Laborers and Freight, Stock, and Material Movers, Hand	448
Landscaping and Groundskeeping Workers	319
Laundry and Dry-Cleaning Workers	67
Legal Secretaries	63
Licensed Practical and Licensed Vocational Nurses	210
Machinists	74
Maids and Housekeeping Cleaners	227
Maintenance and Repair Workers, General	280
Medical and Clinical Laboratory Technicians	54
Medical Assistants	227
Medical Records and Health Information Technicians	109
Medical Secretaries	100
Medical Transcriptionists	75
Nursing Aides, Orderlies, and Attendants	495
Office Clerks, General	738
Operating Engineers and Other Construction Equipment Operators	105
Order Clerks	67
Packaging and Filling Machine Operators and Tenders	111
Packers and Packagers, Hand	143
Painters, Construction and Maintenance	93
Personal and Home Care Aides	163
Pharmacy Technicians	64
Plumbers, Pipefitters, and Steamfitters	186
Police and Sheriff's Patrol Officers	269
Postal Service Mail Carriers	95
Postal Service Mail Sorters, Processors, and Processing Machine Operators	74
Production, Planning, and Expediting Clerks	76
Protective Service Workers, All Other	156
Purchasing Agents, Except Wholesale, Retail, and Farm Products	64
Radiologic Technologists and Technicians	69
Real Estate Sales Agents	72
Receptionists and Information Clerks	432
Registered Nurses	972
Retail Salespersons	1,555
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	449
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	135
Secretaries, Except Legal, Medical, and Executive	246
Security Guards	312
Sheet Metal Workers	58
Shipping, Receiving, and Traffic Clerks	134
Social and Human Service Assistants	88
Stock Clerks and Order Fillers	382
Structural Iron and Steel Workers	50
Team Assemblers	383
Telecommunications Equipment Installers and Repairers, Except Line Installers	55
Telemarketers	72

Tellers	215
Tire Repairers and Changers	68
Truck Drivers, Heavy and Tractor-Trailer	397
Truck Drivers, Light or Delivery Services	179
Waiters and Waitresses	1,211
Welders, Cutters, Solderers, and Brazers	70

Southwest Region Occupational Titles	Annual Estimated Job Openings
Automotive Service Technicians and Mechanics	39
Bookkeeping, Accounting, and Auditing Clerks	34
Bus Drivers, School	21
Carpenters	26
Cashiers	205
Child Care Workers	44
Combined Food Preparation and Serving Workers, Including Fast Food	159
Construction Laborers	24
Cooks, Fast Food	37
Cooks, Institution and Cafeteria	21
Cooks, Restaurant	32
Counter and Rental Clerks	17
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	16
Customer Service Representatives	50
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	16
Dishwashers	24
Electrical and Electronic Equipment Assemblers	26
Electricians	17
Executive Secretaries and Administrative Assistants	18
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	18
Fire Fighters	16
First-Line Supervisors/Managers of Food Preparation and Serving Workers	26
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	17
First-Line Supervisors/Managers of Office and Administrative Support Workers	30
First-Line Supervisors/Managers of Production and Operating Workers	51
First-Line Supervisors/Managers of Retail Sales Workers	45
Food Batchmakers	22
Food Preparation Workers	20
Industrial Truck and Tractor Operators	34
Inspectors, Testers, Sorters, Samplers, and Weighers	19
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	56
Laborers and Freight, Stock, and Material Movers, Hand	123
Landscaping and Groundskeeping Workers	20
Licensed Practical and Licensed Vocational Nurses	21
Machinists	17
Maids and Housekeeping Cleaners	32
Maintenance and Repair Workers, General	52
Meat, Poultry, and Fish Cutters and Trimmers	85
Medical Assistants	20
Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	16
Nursing Aides, Orderlies, and Attendants	56
Office Clerks, General	101
Packaging and Filling Machine Operators and Tenders	24
Packers and Packagers, Hand	55
Paper Goods Machine Setters, Operators, and Tenders	25
Personal and Home Care Aides	31
Pharmacy Technicians	16
Police and Sheriff's Patrol Officers	31
Printing Machine Operators	20
Receptionists and Information Clerks	33

Registered Nurses	101
Retail Salespersons	183
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	47
Secretaries, Except Legal, Medical, and Executive	23
Shipping, Receiving, and Traffic Clerks	15
Slaughterers and Meat Packers	64
Social and Human Service Assistants	15
Stock Clerks and Order Fillers	46
Team Assemblers	57
Tellers	44
Truck Drivers, Heavy and Tractor-Trailer	153
Truck Drivers, Light or Delivery Services	23
Waiters and Waitresses	148
Welders, Cutters, Solderers, and Brazers	19
Woodworking Machine Setters, Operators, and Tenders, Except Sawing	24

West Central Region Occupational Titles	Annual Estimated Job Openings
Automotive Service Technicians and Mechanics	28
Bartenders	15
Bookkeeping, Accounting, and Auditing Clerks	26
Bus Drivers, School	23
Carpenters	20
Cashiers	164
Child Care Workers	37
Combined Food Preparation and Serving Workers, Including Fast Food	101
Construction Laborers	17
Cooks, Fast Food	19
Cooks, Institution and Cafeteria	22
Cooks, Restaurant	16
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	23
Customer Service Representatives	20
Dishwashers	20
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	28
First-Line Supervisors/Managers of Food Preparation and Serving Workers	18
First-Line Supervisors/Managers of Office and Administrative Support Workers	19
First-Line Supervisors/Managers of Production and Operating Workers	22
First-Line Supervisors/Managers of Retail Sales Workers	29
Food Batchmakers	20
Food Preparation Workers	32
Industrial Truck and Tractor Operators	15
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	54
Laborers and Freight, Stock, and Material Movers, Hand	35
Landscaping and Groundskeeping Workers	33
Licensed Practical and Licensed Vocational Nurses	33
Maids and Housekeeping Cleaners	26
Maintenance and Repair Workers, General	34
Meat, Poultry, and Fish Cutters and Trimmers	26
Nursing Aides, Orderlies, and Attendants	72
Office Clerks, General	65
Packers and Packagers, Hand	22
Personal and Home Care Aides	29
Police and Sheriff's Patrol Officers	26
Postal Service Mail Carriers	17
Production Workers, All Other	16
Receptionists and Information Clerks	24
Registered Nurses	65
Retail Salespersons	121
Sales Representative, Wholesale and Manufacturing, Except Technical and Scientific Products	25
Secretaries, Except Legal, Medical, and Executive	17
Slaughterers and Meat Packers	26
Stock Clerks and Order Fillers	38
Team Assemblers	34
Tellers	48
Truck Drivers, Heavy and Tractor-Trailer	55
Waiters and Waitresses	83
Welders, Cutters, Solderers, and Brazers	17

Statewide Occupational Title	Annual Estimated Job Openings
Amusement and Recreation Attendants	164
Automotive Body and Related Repairers	156
Automotive Service Technicians and Mechanics	706
Bakers	108
Bartenders	377
Bill and Account Collectors	316
Billing and Posting Clerks and Machine Operators	220
Bookkeeping, Accounting, and Auditing Clerks	712
Brickmasons and Blockmasons	115
Bus and Truck Mechanics and Diesel Engine Specialists	242
Bus Drivers, School	284
Cabinetmakers and Bench Carpenters	129
Carpenters	826
Cashiers	3,999
Cement Masons and Concrete Finishers	158
Chefs and Head Cooks	174
Child Care Workers	661
Claims Adjusters, Examiners, and Investigators	123
Coaches and Scouts	204
Combined Food Preparation and Serving Workers, Including Fast Food	3,562
Computer Support Specialists	344
Construction Laborers	484
Cooks, Fast Food	520
Cooks, Institution and Cafeteria	410
Cooks, Restaurant	758
Cooks, Short Order	162
Correctional Officers and Jailers	499
Cost Estimators	171
Counter and Rental Clerks	479
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	669
Court, Municipal, and License Clerks	124
Customer Service Representatives	1,447
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	204
Data Entry Keyers	206
Dental Assistants	391
Dental Hygienists	113
Dining Room and Cafeteria Attendants and Bartender Helpers	441
Dishwashers	512
Driver/Sales Workers	173
Drywall and Ceiling Tile Installers	117
Electrical and Electronic Equipment Assemblers	120
Electrical Power-Line Installers and Repairers	102
Electricians	457
Emergency Medical Technicians and Paramedics	190
Executive Secretaries and Administrative Assistants	597
Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	104
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	230
File Clerks	148
Fire Fighters	341

First-Line Supervisors/Managers of Construction Trades and Extraction Workers	360
First-Line Supervisors/Managers of Food Preparation and Serving Workers	606
First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	108
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	209
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	392
First-Line Supervisors/Managers of Non-Retail Sales Workers	175
First-Line Supervisors/Managers of Office and Administrative Support Workers	765
First-Line Supervisors/Managers of Police and Detectives	107
First-Line Supervisors/Managers of Production and Operating Workers	488
First-Line Supervisors/Managers of Retail Sales Workers	988
First-Line Supervisors/Managers of Transportation / Material-Moving Machine and Vehicle Operators	114
Fitness Trainers and Aerobics Instructors	171
Food Preparation Workers	672
Food Servers, Nonrestaurant	166
Food Service Managers	182
Hairdressers, Hairstylists, and Cosmetologists	244
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	167
Home Health Aides	354
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	306
Hotel, Motel, and Resort Desk Clerks	198
Human Resources Assistants, Except Payroll and Timekeeping	133
Industrial Machinery Mechanics	104
Industrial Truck and Tractor Operators	387
Inspectors, Testers, Sorters, Samplers, and Weighers	235
Insurance Claims and Policy Processing Clerks	103
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	1,640
Laborers and Freight, Stock, and Material Movers, Hand	1,366
Landscaping and Groundskeeping Workers	684
Laundry and Dry-Cleaning Workers	212
Legal Secretaries	157
Licensed Practical and Licensed Vocational Nurses	606
Machinists	282
Maids and Housekeeping Cleaners	760
Mail Clerks and Mail Machine Operators, Except Postal Service	134
Maintenance and Repair Workers, General	907
Meat, Poultry, and Fish Cutters and Trimmers	188
Medical and Clinical Laboratory Technicians	172
Medical Assistants	474
Medical Records and Health Information Technicians	222
Medical Secretaries	185
Medical Transcriptionists	103
Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic	134
Nonfarm Animal Caretakers	107
Nursing Aides, Orderlies, and Attendants	1,207
Office Clerks, General	2,108
Operating Engineers and Other Construction Equipment Operators	361
Order Clerks	176
Packaging and Filling Machine Operators and Tenders	315
Packers and Packagers, Hand	493
Painters, Construction and Maintenance	211
Paralegals and Legal Assistants	117
Parts Salespersons	169
Payroll and Timekeeping Clerks	117

Personal and Home Care Aides	518
Pharmacy Technicians	211
Plumbers, Pipefitters, and Steamfitters	359
Police and Sheriff's Patrol Officers	637
Postal Service Mail Carriers	244
Postal Service Mail Sorters, Processors, and Processing Machine Operators	173
Production, Planning, and Expediting Clerks	195
Purchasing Agents, Except Wholesale, Retail, and Farm Products	149
Radiologic Technologists and Technicians	154
Receptionists and Information Clerks	932
Registered Nurses	2,182
Respiratory Therapists	127
Retail Salespersons	3,922
Roofers	155
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	1,044
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	330
Secretaries, Except Legal, Medical, and Executive	637
Security Guards	785
Sheet Metal Workers	194
Shipping, Receiving, and Traffic Clerks	318
Slaughterers and Meat Packers	126
Social and Human Service Assistants	304
Stock Clerks and Order Fillers	1,090
Structural Iron and Steel Workers	108
Switchboard Operators, Including Answering Service	130
Team Assemblers	856
Telecommunications Equipment Installers and Repairers, Except Line Installers	122
Telecommunications Line Installers and Repairers	118
Telemarketers	161
Tellers	681
Tire Repairers and Changers	114
Truck Drivers, Heavy and Tractor-Trailer	1,475
Truck Drivers, Light or Delivery Services	443
Waiters and Waitresses	3,182
Welders, Cutters, Solderers, and Brazers	374
Word Processors and Typists	155

The following crosswalk of CIP codes and high demand occupations from the statewide list should be used when completing the grant application. There may be additional CIP codes and demand occupations in Local Workforce Investment Areas (LWIA's).

High Demand Agriculture Occupations		
CIP Code	Occupations	Typical Course Titles
01.0105	Retail Salespersons, Cashiers	Agri. Business
01.0401	Meat/Poultry/Fish Cutters, Aqua Culture	Ag/Food Prod. Processing
01.0205	Bus/Truck/Diesel Engine Mechanics	Ag. Diesel Mechanics
01.0601	Landscaping and Groundskeeping Workers	Agriculture, Turf Management, Landscaping
High Demand Business Occupations		
CIP Code	Occupations	Typical Course Titles
11.0103	Office Clerks/Collectors/Order Clerks/Travel Agents Computer Support Specialists Court Municipal License Clerks Data Entry Keyers Secretaries/Word Processors and Typists	Business Technology
		Digital Communications
		E-Business
		G.A./ Desktop Publishing
		Multimedia
		Network Administration
		Web Design
52.0101	Bookkeeping, Accounting, and Auditing Clerks Executive Secretaries First Line Supervisors/Managers of Office/Administrative Support	Accounting
		Business Law, E-Business
		Business Management
		Computer Applications
		Entrepreneurship
52.0803	Billing and Posting Clerks and Machine Operators, Bill and Account Collectors Payroll/Time Keeping Clerks, Tellers	Business Economics International Business
		Banking & Financial Services, Accounting
22.0301	Legal Secretaries	Legal Secretary
51.0716	Medical Secretaries	Medical Secretary
High Demand Marketing Occupations		
CIP Codes	Occupations	Typical Course Titles
52.1400	Retail Salespersons, Cashiers	Marketing I, II Retailing
00.8888	Cashiers, Lodging Managers	COE, Entrepreneurship
High Demand Occupational FACS		
CIP Codes	Occupations	Typical Course Titles
19.0709	Child Care Workers	Child Care
19.0699	Janitors and Cleaners	Custodial Housekeeping
High Demand Trade and Industrial Occupations		
CIP Codes	Occupations	Typical Course Titles
15.1202	Computer Support Specialists	Computer Maint. CISCO
12.0503	Chefs and Head Cooks, Bakers, Food Preparation Workers, Food Service Managers	Culinary Arts

12.0504	Hosts/Hostesses, Restaurant, Lounge, Coffee Shop	Hospitality
43.0107	Police and Sheriff's Patrol Officers	Law Enforcement
43.0203	Fire Fighters	Fire Science
46.0101	Brickmasons and Blockmasons	Building Trades, Masonry
46.0201	Carpenters	Building Trades, Carpentry
46.0302	Electricians	Building Trades, Res. Wiring
46.0401	Maintenance Repair Workers	Building Maintenance
46.0503	Plumbers/Pipe Fitters/Steamfitters	Building Trades, Plumbing
47.0303	Industrial Machinery Mechanics	Industrial Manufacturing
47.0101 / 47.0105	Electrical Electronic Technicians/Repairers	Electronics
47.0201	Heat, A/C, Refrig. Mechanics/Installers	Heating & A/C, HVAC
47.0603	Auto Body & Rel. Repairers	Auto Collision
47.0604	Auto Mech. Service Technicians/Mechanics	Auto Mechanics
47.0605	Bus/Truck/Diesel/Engine Mechanics/Specialists	Diesel Mechanics, Heavy Equip. Repair
48.0501	Machinists	Precision Machining
48.0508	Welders, Cutters, Solderers, and Brazers	Welding, Metal Fabrication
49.0202	Operating Engineers, other Construction Equipment Operators	Heavy Equipment Operator
49.0205	Truck & Drivers	Truck Driving
48.0506	Sheet Metal Workers	Building Trades, Sheet Metal
48.0703	Cabinetmaking and Bench Carpenters	Cabinetmaking
12.0401	Hairdressers, Hairstylists, and Cosmetologists	Cosmetology
High Demand Health Science Occupations		
CIP Codes	Occupations	Typical Course Titles
44.0000	Social and Human Service Assistants	Human Service Asst.
51.0601	Dental Assistant	Dental Assisting
51.0602	Dental Hygienist	Dental Hygiene
51.0707	Medical Records/Health Information Technicians	Medical Transcription, Medical Records
51.0801	Medical Assistant	Medical Assistant
51.0904	EMT's/Paramedics	EMT, Paramedic
51.0907	Radiologic Technicians/Technologists	Radiology, Radiology Tech.
51.0908	Respiratory Therapists	Respiratory Therapy
51.1004	Medical and Clinical Laboratory Technicians	Medical Lab Technician
51.1601	Registered Nurses	Registered Nursing
51.1613	Licensed Pract/Voc. Nurses	Practical Nursing
51.1614	Nursing Aides/Orderlies/Attendants	Health Occupations, CNA

51.2602	Home Health Aide/Personal/Home Care Aide	Health Aide
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Annual Funding Priorities

FY 2007 Vocational-Technical Education Enhancement Grant

The Department of Elementary and Secondary Education has established the following funding priorities for the Vocational-Technical Education Enhancement Grant Program for Fiscal Year 2007. In the event that there are more requests for funds than the amount appropriated, the Department will utilize these criteria, in this order.

1. Occupational career education programs that address high demand occupations in Local Workforce Investment Areas.
2. Occupational career education programs that address high demand occupations statewide.
3. Occupational career education programs that are documented to have at least 10 exiters/completers per year in an employment related area at a rate of 80% or higher for the two previous years.

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division of Career Education

P.O. Box 480

Jefferson City, Missouri 65102-0480

Application for
Vocational-Technical Education Enhancement Grant Award

123 - 456	Anytown R-I School District
County District Code	
Institution Name	Very Special High School
Address	999 Somewhere Street
	Anytown, MO 65111

The applicant assures that if funds are made available through the Vocational-Technical Education Enhancement Grant Award Program that:

- A. Fiscal and property management control, and fund accounting procedures are in place and operational.
- B. Funds from local sources will be allocated and expended for instructional equipment for occupational career education programs as described in the grant proposal in an amount equal to or greater than twenty-five percent (25%) of the grant expenditure for this purpose.
- C. Funds from local sources will be allocated and expended for other allowable purposes than instructional equipment as delineated in the grant proposal in an amount equal to or greater than fifty percent (50%) of the grant expenditure for these purposes.
- D. Seventy-five percent (75%) of grant funds will be expended for new or existing occupational career education programs, curriculum enhancement, or instructional equipment that address high demand occupations.
- E. An advisory committee has been established and the name and affiliation of each member is available for review at the local level.
- F. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
- G. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the Show-Me Standards adopted by the State Board of Education.
- H. Prior to the close of the fiscal year of the grant award, a plan will be developed, with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities (*applies only to local education agencies that have not previously received grant funds*).
- I. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities and any modifications to the initial plan (*applies only to local education agencies that have previously received grant funds*).
- J. Any facility improvement made available through the expenditure of grant funds will comply with all federal, state, and local building codes, and with the accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

- K. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.
- L. All grant funds must be incurred and expended, **not encumbered**, prior to March 31, 2007.

The applicant requests that the following amount of **state grant funds** be made available from the Department to implement the programs and/or activities described in the attached grant proposal: \$ _____

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.

January 30, 2006

Date

Signature of Chief Administrator

Application for Authorization of Career Education Expenditures

Fiscal Year Ending: June 30, 2007	Vendor Code: 123-456	Local Education Agency (LEA): Any Town R-1 School District
Program Codes (Program and Type): 15-24		Mailing Address: 999 Somewhere Street
Description of Program: Enhancement Grant		City and Zip Code: Any Town, Missouri 65111

Items Submitted For Approval

Description of Items	Quantity	Estimated Unit Cost	Estimated Total Cost
01.0105 Agri. Business		\$	\$
Equipment			
ABC Computers	18	2000	36000
XYZ Printers	5	800	4000
Other			
ABC Software	18	222	4000
Curriculum			
Purchased curriculum materials	1	2000	2000
Total Estimated Cost		\$	46000

CERTIFICATION

The local education agency hereby requests authorization to expend funds for Career Education. The title to equipment and teaching aids is to be vested in the school district with accountability to the Division of Career Education. The LEA will follow the Division of Career Education's equipment guidelines. The LEA will furnish the Division of Career Education information required for supporting claims for funds and maintain the inventory records.

Date _____ Signed _____
(Chief Administrator)

FOR STATE OFFICE USE ONLY[illegible]

Program Director

Approval Date



STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Career Education
P.O. Box 480, Jefferson City, Missouri 65102-0480

Number: 6-920-004
FV-4

Application for Authorization of Career Education Expenditures

Fiscal Year Ending: June 30, 2007	Vendor Code: 123-456	Local Education Agency (LEA): Any Town R-1 School District	
Program Codes (Program and Type): 15-24		Mailing Address: 999 Somewhere Street	
Description of Program: Enhancement Grant		City and Zip Code: Any Town, Missouri 65111	
Items Submitted For Approval			
Description of Items	Quantity	Estimated Unit Cost	Estimated Total Cost
52.0803 Finance		\$	\$
Equipment			
ABC Computers	35	2000	70000
XYZ Printers	8	1250	10000
Other			
ABC Software	1	14820	14820
XYZ Software	1	180	180
Curriculum			
Banking and Finance Curriculum	1	5500	5500
Business Economics Curriculum	1	500	500
Facility			
Renovation of Business laboratory		10000	10000
Total Estimated Cost		\$	111000

CERTIFICATION

The local education agency hereby requests authorization to expend funds for Career Education. The title to equipment and teaching aids is to be vested in the school district with accountability to the Division of Career Education. The LEA will follow the Division of Career Education's equipment guidelines. The LEA will furnish the Division of Career Education information required for supporting claims for funds and maintain the inventory records.

Date _____ Signed _____
(Chief Administrator)

FOR STATE OFFICE USE ONLY

County District	School Number	Program Code	Area Code	Year Paid	Year Chg.	Purpose	Expenditure	Reimbursement	State	Federal	Source	Section Code

Program Director

Approval Date

Budget Detail

FY2007 Vocational-Technical Education Enhancement Grants

CIP CODE	COURSE NAME	NEW/ EXISTING PROGRAM		ENROLLMENT (05-06 EXISTING)	DEMAND OCC.	ANTICIPATED EXPENDITURE AMOUNTS				TOTAL	TOTAL GRANT FUND (REIMB.)
		NEW	EXIST	ANTIC. 06-07 NEW)	(Y)	EQUIP.	OTHER	CURR.	FACILITY		AMOUNT REQUESTED
						75% REIM.	50% REIM.	50% REIM.	50% REIM.		

[illegible]

Application for Authorization of Career Education Expenditures

<i>PLEASE READ INSTRUCTIONS ON REVERSE SIDE.</i>			
Fiscal Year Ending: June 30, _____		Co. Dist. Code:	
		Local Education Agency (LEA):	
Program Codes (Program and Type): 15-24		Mailing Address:	
Description of Program: Enhancement Grant		City and Zip Code:	
Items Submitted For Approval			
Description of Items	Quantity	Estimated Unit Cost	Estimated Total Cost
		\$	\$
Total Estimated Cost		\$	
CERTIFICATION			
The local education agency hereby requests authorization to expend funds for Career Education. The title to equipment and teaching aids is to be vested in the school district with accountability to the Division of Career Education. The LEA will follow the Division of Career Education's equipment guidelines. The LEA will furnish the Division of Career Education information required for supporting claims for funds and maintain the inventory records.			
Date _____		Signed _____	
		(Chief Administrator)	

[illegible]

Application for Authorization of Enhancement Grant Expenditures

FV-4 INSTRUCTIONS

An original and one copy of this *Application for Authorization* is to be submitted with the application to Administration and Accountability Services. After it has been processed, a copy indicating the approved items will be returned to the LEA. The Certification Section at the bottom of this page should be completed prior to sending it to the State Office for approval. A separate *Application for Authorization* must be filed for each CIP code. If more than one FV-4 is submitted or multiple pages are needed per CIP Code, number each page on the bottom right as shown in the samples on pages 46-47. Only those items having prior approval on this application may be claimed for reimbursement.

Local Education Agency (LEA): Report the official name of the school district, the mailing address, city, and zip code.

Reimbursement Request for Approved Career Education Enhancement Grant Expenditures

FV-2 INSTRUCTIONS

Submit one (1) original of this form for each program area by CIP Code to Administration and Accountability Services, Missouri Department of Elementary and Secondary Education, Jefferson City, Missouri 65102-0480.

Local Education Agency (LEA): Report the official name of the school district, the mailing address, city, and zip code.

Column (1) -- **Date Purchased** -- This is the date of obligation by written purchase agreement (purchase order, letter, or contract). Expenditures will be considered as an expenditure in the fiscal year in which the funds were obligated by a purchase agreement or legal contract.

Column (2) -- **From Whom Purchased** -- This is the vendor or person with whom the agreement is made.

Column (3) -- **Description of Item** -- This should be a short identifying statement of the item, service, activity, etc. Detailed descriptions, serial numbers and other information should be outlined on the invoices supporting the transaction.

Column (4) -- **State Use Only** -- Do not complete.

Column (5) -- **Expenditure** -- This is the amount paid for each item described. Show deductions on invoices for discounts, credits, and other memos. Freight costs are considered as part of the equipment expenditure. Only items approved on Form FV-4 may be reimbursed. An **equipment** item is a unit of furniture, an instrument, a machine, an apparatus or a set of articles which does not meet the criteria of being a supply. **Supplies** are those items which (1) are consumed in use; (2) lose their shape or identity with use; (3) are expendable, that is, it is more feasible to replace it than repair it; or (4) are inexpensive. Include an invoice for all items purchased. Also include all serial numbers/model numbers for equipment/items costing \$1,000 or more per unit.

Column (6) -- **Check No.** -- This is the number of the check which represents payment for each item described.

Total Expenditure -- This is the sum of all Column (5) Expenditure entries.

Budget Detail

FY2007 Vocational-Technical Education Enhancement Grants

CIP CODE	COURSE NAME	NEW/ EXISTING PROGRAM		ENROLLMENT (05-06 EXISTING) ANTIC. 06-07 NEW)	DEMAND OCC. (Y)	ANTICIPATED EXPENDITURE AMOUNTS				TOTAL	TOTAL GRANT FUND (REIMB.) AMOUNT REQUESTED
		NEW	EXIST			EQUIP.	OTHER	CURR.	FACILITY		
						75% REIM.	50% REIM.	50% REIM.	50% REIM.		

[illegible]

Criteria to Avoid Duplication of Career Education Programming

The following criteria will be utilized by the Department of Elementary and Secondary Education, Division of Career Education, to avoid duplication of career education programming. New career education program applications will be considered a duplication when the following six (6) test situations occur among career education and/or Workforce Investment Act (WIA) programs in the same local workforce investment area.

1. The Classification of Instructional Programs (CIP) codes are identical.
2. The instructional objectives of the programs are identical.
3. The population for which the programs are intended is identical.
4. The sum of the number of individuals proposed to be trained and the number of individuals currently being trained exceeds the number of individuals available for training within a specific population.
5. The access to the programs is identical or in close geographic proximity.
6. The combined total number of potentially trained individuals available for related job placement exceed the labor market demand within the geographic area.

Department Of Elementary And Secondary Education

Standard Complaint Resolution Procedure

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education. The Department has promulgated regulations except those that have authorizing statutes or implementing regulations prescribing a separate procedure.

What is a complaint for purposes of this policy?

A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

What types of complaints are recognized?

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education; and
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

How are complaints filed?

1. Complaints against local school districts.

A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation, must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. A question about local school district policies, rules, or practices

which are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local school district level.

2. Complaints against the Department of Elementary and Secondary Education.

A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

How does the Department hear and resolve complaints?

1. Any formal complaint against the Department or an unresolved complaint against a local school district is to be addressed to the director of the section of the Department that administers the activity, project, or program under which a law or rule application or interpretation is being questioned.
2. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing. The decision of the Deputy Commissioner of Education is not appealable when the issue relates to state law or regulation.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, Section 76.781.

What other recourse is available in resolving complaints?

In some circumstances, complainants may have additional recourse in the courts or through the Administrative Hearing Commission.